



# The TOWN OF NORWOOD

Commonwealth of Massachusetts

## RETIREMENT BOARD

### THE CONTRIBUTORY RETIREMENT SYSTEM

#### NORWOOD RETIREMENT BOARD

EDMUND W. MULVEHILL JR., *Chairperson*  
MARGARET E. LAMAY, *Ex-Officio Member*  
THOMAS F. O'TOOLE, *Elected Member*  
EILEEN P. HICKEY, *Elected Member*  
THOMAS A. RORRIE, *Appointed Member*  
DEBRA A. WILKES, *Executive Director*

**Official Title:** Deputy Executive Director of Member/Retiree Services

The qualified individual will work under the supervision of, and in conjunction with, the Executive Director of the Norwood Retirement Board implementing the provisions of Mass. General Laws Chapter 32, the rules and regulations of the Public Employee Retirement Administration Commission (PERAC) and retirement board policies.

#### General Duties & Responsibilities:

Following is a brief synopsis of the day to day duties to be accomplished in maintaining the operations of the Norwood Retirement System:

- Maintaining complete and accurate member and retiree computer records using the Current software but being trained to eventually use the Pension Technology Group software.
- Posting monthly retirement deductions to members' annuity savings accounts and maintaining accurate balances in those accounts. Process annual member statements.
- Work in conjunction with the Director and Deputy Executive Director of Financial Services to complete the monthly retiree payroll
- Calculating and processing all buyback, refunds and transfers.
- Calculating and processing all manner of retirements such as Accidental Disability, Superannuation, Ordinary Disability, Accidental Death, Survivor and Involuntary Retirements.
- Providing estimates of retirement benefits payable to individuals upon request and processing all retirement applications to completion.
- Providing counsel to members' anticipating retirement as to the various options available to them.
- Process all inquiries from Social Security and provide written letters to retirees regarding verification of benefits.
- Working with HR and Department Heads to maintain accurate records of all employees/members making sure all the necessary paperwork is maintained in all member files.
- Work with Board Counsel to provide members/retirees with important legal information.
- Work with the Auditors to assure a smooth and accurate audit.
- Provide assistance to the Board's Actuary to enable the completion of the systems Valuation
- Attend education classes, seminars etc.
- Attend monthly Retirement Board meetings as needed.
- Process office staff payroll and maintain the vacation and sick time ledger.
- Any and all other work related matters that may be assigned by the Executive Director that involves cross training of other duties that need to be completed and adhered to in the Retirement Office

#### Qualifications:

- Excellent mathematical and analytical skills; Related Job Experience and/or training; or equivalent combination of education and experience.
- Must be detail oriented, organized and accurate.
- Must have the ability to communicate effectively and professionally both orally and in writing and maintain confidentiality in all dealings.
- Must be proficient with Microsoft Word and Excel Software.
- Must be self-motivated with the ability to work independently.
- Salary based on qualifications/experience plus excellent benefits package

**Deadline for Applying:** December 6, 2022 at 3:00PM

Interested candidates should submit a letter of interest and resume to Debra A. Wilkes, Executive Director, Norwood Retirement Board, Norwood Town Hall, 566 Washington Street, Norwood, MA 02062 or via email at [dwilkes@norwoodma.gov](mailto:dwilkes@norwoodma.gov)

**No Phone Calls**

*The Norwood Retirement System is an Equal Opportunity Employer. M/F/D/V and does not Discriminate based on race, creed, gender, national origin, age, disability, marital or veteran Status, sexual preference or any other legally protected status.*

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*